

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**EDUCATION PROGRAM SPECIALIST I
PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs educational work to assist in developing and implementing an effective educational program focusing on the natural environment of Western North Carolina. Employee reports to the Education Program Specialist II.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for assisting in the educational function of the Nature Center by providing information to school classes, and by answering questions and identifying items for visitors. Work involves teaching classes to school groups that visit the center; facilitating workshops to introduce multidisciplinary environmental educational materials to school teachers, camp counselors and others; supervising seasonal employees in the planning and implementation of summer natural science workshops for elementary age children; and special events programming. Employee may also be involved in scheduling activities, keeping attendance records, distributing new releases and otherwise publicizing Nature Center programs. Considerable independent judgment and initiative must be exercised in developing and presenting educational programs at the Nature Center. Tact and courtesy are required in frequent contacts with teachers, students and the general public. Work is performed under the general supervision of the Education Program Specialist II and is evaluated in terms of the effectiveness of educational activities performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Teaches classes on a variety of natural history and environmental interaction topics to elementary school students.

Provides programs and craft classes to the general public and organized groups.

Schedules classes, keeps accurate attendance records, and compiles mailing lists of participants.

Coordinates programs and lectures by resource personnel and provides introductions.

Assists in managing a large volunteer teaching program.

Supervises seasonal employees in the planning, implementation, and evaluation of natural science summer workshops for young children.

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Makes presentations to community and other groups to publicize Nature Center activities.

Works with the Public Information Coordinator to develop news releases for the local media to publicize activities and events.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles of biology, ecology, and regional natural history.

Considerable knowledge of naturalist principles, materials, methods and practices.

General knowledge of the principles, practices and methods of publicizing activities and providing instructions to the public.

General knowledge of teaching theory and techniques.

Some knowledge of public relations practices and procedures.

Skill in educational program planning.

Skill in utilizing a variety of educational techniques.

Ability to teach groups of young children.

Ability to deal tactfully and courteously with the general public.

Ability to communicate effectively with people of varying ages and backgrounds.

Ability to establish and maintain effective working relationships with other staff members, educational personnel, volunteers, and others in the community.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university with major coursework in the natural sciences, education, or a related field and 1 to 2 years experience in a nature center, natural history museum or a related setting; and/or any combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

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Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

July, 2005
Pay Grade 13
Non -Exempt